

BYLAWS
OF THE
CALIFORNIA CONFERENCE OF LOCAL HEALTH OFFICERS

November 5, 2003

ARTICLE I: Purposes

The purposes of the California Conference of Local Health Officers, hereinafter referred to as CCLHO or the Conference, are:

1. To consult with, advise, and make recommendations to the State Department of Health Services in establishing standards and on other matters affecting health.
2. To consult with, advise, and make recommendations to departments, boards, commissions, and officials of federal, State, and local governments, the Legislature, and any other organization, agency, or association on matters affecting health.
3. To promote and improve public health practices in the State of California through increasing the knowledge about the causes, prevention, and treatment of diseases and conditions detrimental to the health of the people of California.
4. To provide a forum for the exchange of information, and analysis and dissemination of knowledge on public health matters of importance and concern to the people of the State of California.
5. To stimulate effective relationships and cooperation among public health agencies in California at all levels.
6. To promote understanding of existing California laws and regulations pertaining to public health.
7. To conduct studies, investigations, and other research in fields including but not limited to basic environmental, epidemiological, clinical, and health care service issues.
8. To serve as liaison between the Department of Health Services and Local Health Officers.

ARTICLE II: **Membership**

Section 1. **Regular Members:** Regular members of CCLHO shall consist of all legally appointed local health officers in California pursuant to Section 100925, Health and Safety Code. Only regular members may vote, be a member of the board, or hold office.

ARTICLE III: **Associates**

Section 1. **Associates:** Physicians who are Deputy Health Officers or Assistant Health Officers will have associate status with CCLHO if appointed as such by the Regular Member of the corresponding health jurisdiction. There shall be no limit to the number of associates per jurisdiction.

ARTICLE IV: **Officers and Their Duties**

Section 1. **Officers:** The officers of the Conference shall consist of a President, a President-elect, a Secretary, a Treasurer, a Legislative Officer and a Regulations Coordinator.

Section 2. **President:** The President shall be CCLHO's chief executive officer whose duty is to plan, manage, and preside at all meetings of the Conference and the Board of Directors. The President shall direct the review and updating of the Platform Statement to be presented annually or as needed to the Conference for approval. When authorized by the Board of Directors, the President shall have the authority to make and execute contracts in the ordinary business of the Conference and, for and in the name of the Conference, to execute other legal instruments.

Section 3. **President-elect:**

- a. In the absence of the President, or if that office be vacant, the President-elect shall exercise all the powers of the President.
- b. The President-elect shall have other duties and responsibilities as assigned by the President or Board of Directors.
- c. The President-elect shall assume the office of President upon election of officers at the fall semiannual meeting.

Section 4. **Secretary:** The Secretary shall be responsible for monitoring all actions by the Board of Directors and the Conference, including the resolutions adopted at all Conference meetings. Within ninety (90) days after each semiannual meeting, the Secretary shall report to the Board of Directors the progress concerning all resolutions adopted at each Conference meeting.

Section 5. **Treasurer:** The Treasurer shall be responsible for the funds and securities of the Conference and shall deposit the same, or cause the same to be deposited in the name of the Conference, in such financial institutions as the Board of Directors may designate. The Treasurer shall keep, or cause to be kept, full and accurate accounts of the receipts and disbursements of the Conference and shall, when requested, present to the Board of Directors a complete report of receipts and disbursements and of financial conditions.

Section 6. **Legislative Officer:** It shall be the Legislative Officer's responsibility to see that a legislative program is promulgated to implement the Conference Platform Statement and, when directed, those legislative policy actions adopted by the Board of Directors or the Conference.

Section 7. **Regulations Coordinator:** The Regulations Coordinator shall be responsible for coordinating the actions of CCLHO and the State Department of Health Services concerned with new or revised regulations relating to county, city, or district public health jurisdictions.

ARTICLE V: **Conference Staffing**

The State Department of Health Services shall provide executive staff and secretarial support to the Conference and its committees.

ARTICLE VI: **Executive Committee**

- a. **Membership:** The Executive Committee shall consist of the elected officers of the Conference and the immediate past President.
- b. **Function:** The Executive Committee shall act for the Board of Directors between meetings of the Board. Executive Committee actions shall be reported at the next meeting of the Board.

ARTICLE VII: **Board of Directors**

- a. **Membership:** The Board of Directors shall consist of the six (6) officers of the Conference, the immediate past President and eight (8) members elected at large. At least two (2) members of the Board of Directors shall be health officers from jurisdictions of under 80,000 population. The Board shall consist of only regular members.
- b. **Function:** The Board of Directors shall direct and manage the affairs of the Conference between meetings of the full Conference.

ARTICLE VIII: Meetings

Section 1. **Semiannual Meetings:** Semiannual meetings of the Conference shall be held at least twice annually at a time and place which has been determined by the President with the concurrence of the Board of Directors. Members shall be given at least fifteen (15) days written notice of such meetings.

Section 2. **Special Meetings:** Special meetings of the Conference may be held at such time and place as may be designated by the President with concurrence of the Board of Directors. Special meetings of the Conference may also be convened by the Director of the Department of Health Services or the President on request of the Board of Directors or by written petition of at least one-fourth of the members of the Conference.

Section 3. **Board of Directors:** Meetings of the Board of Directors shall be held monthly at a time and place determined in advance by the Board. Such meetings may be cancelled in advance by the Board. Such meetings may be cancelled in advance by the President with approval of the Executive Committee. Additional meetings shall be held when requested by the Director, the Executive Committee, or by written request of three (3) or more Board members elected at large. Written notice of the time and place of the meetings of the Board of Directors shall be mailed to each board member at least forty-eight (48) hours prior to the time of holding any such meeting. When necessary, telephone conference meetings, telephone polls, or meetings through other means of electronic communication of the Board of Directors may be undertaken or cause to be undertaken by the President.

Section 4. **Executive Committee:** Meetings of the Executive Committee may be held between meetings of the Board of Directors when requested by the President. At least forty eight (48) hours verbal notice shall be given to all members of the Executive Committee. When necessary, telephone conference meetings, telephone polls, or meetings through other means of electronic communication of Executive Committee members may be undertaken or cause to be undertaken by the President.

Section 5. **Other Committees:** Meetings of other Conference committees may be called by the chair of the committee in conformance with policies of the Board of Directors. Committee members shall be given at least ten (10) days notice of committee meetings.

ARTICLE IX: Quorums and Parliamentary Procedure

Section 1. **Quorums:** At any meeting of the Conference, the members present shall constitute a quorum for the transaction of business. A majority of the Board of Directors shall constitute a quorum. A majority of the Executive Committee shall constitute a quorum.

Section 2. **Parliamentary Procedure:** Unless otherwise specified in these by-laws, parliamentary procedures for all meetings of the Conference, Board of Directors, Executive or other committees shall be conducted in accordance with the latest edition of Robert's Rules of

Order. For purposes of parliamentary interpretation, the President may appoint a parliamentarian.

ARTICLE X: **Elections and Filling of Vacancies**

Section 1. **Directors and Officers:** Directors at large and Officers shall be elected at the annual fall meeting of the Conference by a majority vote of those present and shall serve for one (1) year. They will assume office at the end of the meeting at which they are elected.

Section 2. **Limitation of Terms:** Directors at large and Officers shall serve no more than five (5) consecutive terms on the Board of Directors with the exception of the President-elect, the President and the Past President whose terms may extend beyond the five (5) year limitation.

Section 3. **Nominating Committee and Process:**

- a. The President shall appoint a Nominating Committee prior to each fall conference. The nominating committee shall consist of at least four (4) members, two (2) of whom shall be members of the Board of Directors.
- b. The Nominating Committee shall submit a list of nominees for the officers and directors at large for the Conference. All nominees shall be submitted to the membership in writing at least fifteen (15) days prior to the election.
- c. Nominations may also be made by written petition, signed by at least three (3) members of the Conference, and submitted to the President at least twenty-four (24) hours prior to the election.
- d. No nominations shall be accepted from the floor.

Section 4. **Board of Directors Vacancies:** Vacancies on the Board of Directors that occur between annual elections of the Conference shall be filled by appointment by the Board of Directors at its next regular meeting. Nominations may be submitted by any member of the Board and the first nominee to receive a majority vote of those present is elected. Intent to fill a vacancy on the Board of Directors shall be placed on the proposed Board agenda.

ARTICLE XI: **Committees and Task Forces**

Section 1. **Standing Committees:** The standing committees of the Conference are the Nominating Committee and Bylaws Committee. The chair and members of these committees shall be appointed annually by the President. The committees shall have the following functions:

- a. **Nominating:** The functions of the Nominating Committee are covered in Article IX.

- b. **Bylaws:** The Bylaws Committee shall annually review the Conference's bylaws and make recommendations for revision to the Conference at the annual fall meeting.

Section 2. Program Committees:

- a. **Appointment:** Annually the President, with approval of the Board of Directors, shall constitute such program committees as are deemed appropriate. The President shall appoint the chair and vice chair of each program committee. Chairs should be Regular Members of CCLHO. Vice chairs can be Regular Members, Associates, or officers of affiliate organizations. There may be up to 3 vice chairs per program committee. Each program committee shall have a Department of Health Services liaison appointed by the State Director of Health Services or his/her designee.
- b. **Membership:** Program committee membership shall be designated from among Conference members by the committee chair. With approval from the President, program committee members may also be appointed from CCLHO affiliate organizations. Other individuals, with approval of the President, may serve as consultants to committees.
- c. **Functions:** Program committees shall have the following functions:
 - 1) Accept assignments from the Board of Directors.
 - 2) Report findings and recommendations on assignments to the Board of Directors at the earliest opportunity.
 - 3) Bring to the Board of Directors issues and problems within the scope of the committee's interest which the committee feels need Conference consideration.

Section 3. Task Forces: The President may appoint, with approval of the Board of Directors, special task forces or ad hoc committees of the Board to carry out short-term specific assignments. These task forces shall report their progress, findings and recommendations to the Board as soon as feasible.

Section 4. Powers and Prohibitions:

- a. Committees and task forces may appoint subcommittees of their members and assigned consultants as may be necessary to carry out their functions.
- b. Committees and task forces or their members shall not approve or take any action or make any commitments on behalf of the Board of Directors or Conference unless specifically authorized to do so by the Board or Conference.
- c. Committees and task forces or their members shall issue no statements or policy declarations on behalf of the Board or Conference unless specifically authorized to do so by the Board of Conference.

- d. Committee and task force deliberations, findings, or recommendations shall not be construed to represent Conference deliberations, findings or recommendations until approved by the Board of Directors or Conference.
- e. Members of committees or task forces shall not use their membership to convey support, authorization or authority of the Conference unless specifically authorized to do so by the Board or Conference.

Section 5. **Ex-officio:** Conference officers shall be ex-officio members of all committees, subcommittees, and task forces of the Conference.

ARTICLE XII: **Representatives**

Section 1. **Representatives:** The President, with approval of the Board of Directors, shall appoint such representatives of the Conference as may be necessary to any and all appropriate organizations which shall further the interests and carry out the objectives and purposes of the Conference.

Section 2. **Affiliate Organizations:** Affiliate organizations of the Conference shall be composed of technical, managerial, and professional representatives of local health departments or other organizations involved in community and public health activities. Affiliation by such organizations shall be approved by the Conference. The President of each affiliate shall serve as consultant to the Board of Directors. Affiliate organizations may propose other representatives to serve as consultants to other committees and task forces.

ARTICLE XIII: **Resolutions**

Section 1. **Proposed Resolutions:** Resolutions may be proposed to the Conference membership by the Board of Directors, by a program committee or by a petition signed by at least four (4) members of the Conference. Proposed resolutions must be submitted to the President at least two days prior to the Semiannual Meeting.

Section 2. **Vote Needed:** Resolutions must be approved by a majority of members present at a Semiannual Meeting.

ARTICLE XIV: **Amendments**

Section 1. **Bylaws Committee:** Amendments to the bylaws may be developed by the Bylaws Committee. Proposed bylaws amendments must be presented to the membership in writing at least fifteen (15) days prior to a Semiannual meeting of the Conference.

Section 2. **Members:** Bylaws amendments may also be proposed by petition of at least four (4) members of the Conference. These amendments must be presented in writing to the membership at least fifteen (15) days prior to a Semiannual meeting of the Conference.

Section 3. **Vote Needed:** Amendments to the bylaws require a two-thirds (2/3) vote of the members present at a Semiannual meeting.

Adopted by CCLHO	11/06/70	Anaheim, CA
Amended	10/25/73	Redding, CA
Amended	12/04/74	San Diego, CA
Amended	12/05/75	San Francisco, CA
Amended	09/21/76	Monterey, CA
Amended	11/30/79	San Francisco, CA
Amended	05/08/80	Pismo Beach, CA
Amended	11/19/80	San Diego, CA
Amended	10/25/84	Oakland, CA
Amended	11/05/86	Santa Rosa, CA
Amended	10/25/90	South Lake Tahoe, CA
Amended	10/29/97	San Bernardino, CA
Amended	11/05/03	San Diego, CA